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*Safety*

**CONFINED SPACES PROGRAM**

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This instruction implements Occupational Safety and Health Administration (OSHA) and Air Force Occupational Safety and Health (AFOSH) requirements for confined space entry.

**1. General Information.**

1.1. **Applicability.** This instruction is applicable to all personnel assigned to the 89th Airlift Wing, all collocated active duty units, and all tenant units. It establishes procedures for the identification and entry into confined spaces. Air Force operations or tasks that require entry into confined spaces will comply with requirements in AFOSH Standard 91-25 and this instruction. Specific procedures or technical orders, which incorporate the requirements of AFOSH Standard 91-25 may be used, for permit-required confined space entry in lieu of this instruction.

1.2. **References.** 29 CFR 1910.146, *Permit-Required Confined Spaces*, and AFOSH Standard 91-25, *Confined Spaces*.

1.3. **Definitions.** Standard terminology for the Confined Spaces Program is contained in AFOSH Standard 91-25, Attachment 1.

1.3.1. The 89 AW Confined Spaces Program Team (CSPT) shall consist of:

1.3.1.1. 89 AW/SEG, Ground Safety

1.3.1.2. 89 AMDS/SGBP, Bioenvironmental Engineering

1.3.1.3. 89 CES/CEF, Fire Protection Flight

1.3.1.4. Functional managers of areas with confined spaces

**2. Identification and Classification.**

2.1. **Identification of Confined Spaces.** Supervisors will, in coordination with the CSPT, identify all confined spaces within their area of responsibility. Existing locations as well as new construction, remodeling, or changes in utilization must be evaluated for the possibility of confined spaces. Trench-

ing operations may result in a confined space depending on the depth of the trench and type of soil being trenched.

2.1.1. A confined spaces assessment worksheet (see [Attachment 2](#)) will be used to document each confined space. The supervisor will complete the evaluation, attach additional documents as required by the evaluation worksheet, and submit the package to 89 AW/SEG.

2.1.2. One evaluation package will suffice for numerous confined spaces which are all the same type, for example, fuel pits, steam pits, etc., providing the specific location of each space is described.

2.2. Review of Confined Space Assessment. The CSPT will review the evaluation package and if any of the following conditions are present, the space will be classified PERMIT-REQUIRED.

2.2.1. Any actual or potential atmospheric hazards.

2.2.2. Materials present which could cause engulfment.

2.2.3. Whether the space could cause entrapment or asphyxiation.

2.2.4. Any other condition that renders the space immediately dangerous to life or health (IDLH).

2.3. Securing Permit Areas. Confined spaces meeting the definition of PERMIT-REQUIRED will be secured to prevent inadvertent entry. If this is not possible, they must be posted with signs in accordance with AFOSH Standard 91-25, paragraph 3.5.

2.4. Contractor Work. Contractors who are required to perform work in confined spaces controlled by the 89 AW will be briefed by the responsible supervisor in accordance with the requirements in AFOSH Standard 91-25, Chapter 7. A written record of the briefing signed by both the supervisor and the contractor or designated representative will be maintained for one year after entry and work is completed in accordance with AFOSH Standard 91-25, paragraph 6.1.2 or this instruction. The CSPT will establish procedures with the contracting office to review all new construction projects to identify, record, and classify confined spaces.

### 3. Documentation.

#### 3.1. Permit-Required Confined Spaces - Occasional Entry.

3.1.1. Permit-required confined spaces which are entered occasionally (not more than four times per year) will require an individual AF Form 1024, **Confined Spaces Entry Permit**, for each entry. The supervisor should use the completed Confined Spaces Assessment as guidance for the AF Form 1024.

3.1.2. The AF Form 1024 must be completed by the supervisor and submitted to 89 AW/SEG 48 hours in advance of the required entry to allow CSPT coordination. NO ENTRY will be made into permit-required confined spaces until the permit is approved.

3.1.3. If any conditions have changed since the space was evaluated and certified by the CSPT, a new evaluation worksheet must be submitted along with the AF Form 1024.

3.1.4. After review and approval by the CSPT, the authorized entry may proceed. Confined Spaces Entry Permits will be maintained on file by the supervisor for one year after the date of entry (see AFOSH Standard 91-25 paragraph 6.1.2.) or this instruction.

#### 4. Permit-Required Confined Spaces - Frequent Entry.

- 4.1. A master entry plan (MEP) may be issued for recurring work on a regular basis (more than four times per year). Examples of this type of space are lateral fuel pits, steam pits, communication vaults, etc.
- 4.2. Functional managers or commanders may request a MEP be developed by the CSPT. The MEP will be developed using information from the Confined Space Assessment, personnel tasked to enter the confined space, and corporate knowledge of the CSPT members. Issuance of a MEP authorizes the entry supervisor to approve individual entries into the confined space as required, provided all conditions in the MEP are met.
- 4.3. Using the MEP, the supervisor prepares a AF Form 1024, for each entry. The AF Form 1024 will be annotated in Block 1 with the MEP number and an entry control number beginning with 001 for the first entry under the MEP and continuing sequentially through the year for each subsequent entry.
- 4.4. Supervisors will forward the original expired permits (AF Form 1024) to 89 AW/SEG within 30 days after expiration.
  - 4.4.1. The safety office will maintain the permit on file for one year. Any problems encountered during an entry operation will be noted on the applicable permit so that creditable revisions to the confined space permit can be made.
  - 4.4.2. Supervisors will maintain copies of MEP (including all AF Forms 1024 issued by the supervisor during the effective period) on file for 1 year after expiration of the permit.
- 4.5. Supervisors will review and submit their MEP annually for re-certification by the CSPT to ensure conditions have not changed.

#### 5. Non-Permit-Required Confined Spaces.

- 5.1. The supervisor will submit the Confined Spaces Assessment to 89 AW/SEG annually for review by the CSPT. If any circumstances change which affect the utilization, condition, or environment of the space, the supervisor will submit a new evaluation package to 89 AW/SEG.
- 5.2. Supervisors will maintain a copy of the Confined Spaces Assessment package on file for 1 year after CSPT certification (see paragraph [9.2.1.](#)).
  - 5.2.1. Confined Spaces Program File. Supervisors will maintain a Confined Spaces Program file or binder containing the following items:
    - 5.2.1.1. A copy of AFOSH Standard 91-25, *Confined Spaces*, must be current edition.
    - 5.2.1.2. A copy of 29 CFR 1910.146, *Permit Required Confined Spaces*.
    - 5.2.1.3. A copy of this instruction.
    - 5.2.1.4. Shop Operating Instruction (OI). Before implementing a OI, ensure unit OIs are coordinated through Fire Protection Flight, Bioenvironmental Engineering and Safety.
    - 5.2.1.5. Approved Confined Spaces Entry Permits for all permit-required confined spaces. This will include Master Entry Permits along with associated individual entry permits (AF Form 1024) issued by the supervisor.
    - 5.2.1.6. Completed Confined Space Assessment package for all identified non-per-

mit-required confined spaces.

5.2.1.7. Training Program IAW AFOSH Standard 91-25 Chap.5.

5.2.1.8. Contractor briefing records.

5.2.1.9. These documents will be maintained on file for 1 year. A review/update of information contained in this file will be performed as part of the annual review.

## 6. Training and Emergency Procedures.

6.1. **89 AW/SEG Responsibilities.** The 89 AW/SEG will provide Confined Spaces training videos to entry supervisors. Training will be documented on the AF Form 55, **Employee Safety and Health Record**.

6.2. **Supervisors Responsibilities.** Supervisors will prepare, for each permit-required confined space, a written training outline or lesson plan for entrants and attendants which complies with the requirements of AFOSH Standard 91-25, Chapter 5. Supervisors will also inform the fire protection flight prior to all entries.

6.2.1. All confined space entry training will be documented on AF Form 55. A list of individuals trained will be provided to 89 AW/SEG by the trainer or supervisor.

6.2.2. Supervisors will ensure that an organizational rescue team (as defined in AFOSH Standard 91-25, Chapter 4) is identified, properly trained and available when required.

6.3. **89 CES/CEF Responsibilities.** The 89 CES/CEF will serve as the centrally located rescue team and will provide rescue services for Andrews AFB confined spaces.

6.3.1. Supervisors will ensure that a centrally located rescue team (as defined in AFOSH Standard 91-25, Chapter 4) is identified, properly trained, and available when required.

6.4. **89th Bioenvironmental Engineering Responsibilities.** The 89th Bioenvironmental Engineering will provide local training on the use, calibration (user), and care of atmosphere testing and monitoring equipment as requested. Certify organizational personnel, as required, to test confined spaces.

## 7. Atmospheric Testing/Monitoring.

7.1. **Atmosphere Testing and Monitoring Equipment.** Units will purchase, maintain and calibrate equipment. Fire Protection Flight and Bioenvironmental Engineering will be consulted during the selection process.

7.1.1. Supervisors will ensure verification testing is accomplished prior to entry into permit-required confined spaces. A qualified person who is trained will accomplish testing and certification according to guidance in AFOSH Standard 91-25, paragraph 5.6. Testing for classification is accomplished by qualified member of the CSPT; which is normally the BE.

7.1.2. Supervisors will ensure the areas being tested include oxygen, flammability, and toxicity, per Table 3.1. Confined Spaces Classification-Atmospheric Conditions in AFOSH Standard 91-25.

**8. Atmospheric Monitoring of Confined Spaces.**

8.1. Supervisors will conduct atmospheric monitoring to ensure safe conditions are maintained. See AFOSH Standard 91-25, paragraph 3.9.

8.2. Atmospheric monitoring requirements will be listed on the Master Entry Plan and included on the permit (AF Form 1024).

**9. Confined Space Assessment, Master Entry Plan(MEP), and AF Form 1024 Coordination.****9.1. Confined Spaces Assessment.**

9.1.1. Functional managers or commanders will ensure all confined spaces under their control are evaluated annually through use of a Confined Space Assessment package ([Attachment 2](#)).

9.1.2. Supervisors will ensure the confined space assessment package has been completed. It will be evaluated by Fire Protection Flight, Bioenvironmental Engineering, and Ground Safety.

**9.2. MEPs.**

9.2.1. Functional managers or commanders requesting MEPs will designate an entry supervisor and point of contact to assist Fire Protection Flight, Bioenvironmental Engineering, and Ground Safety in creating the MEP.

**9.3. Confined Space Entry Permit, AF Form 1024.**

9.3.1. Coordination of AF Form 1024 is required for occasional entry into a Permit-Required Confined Space (see paragraph [3.1.1.](#))

9.3.2. AF Form 1024 must be completed by the supervisor and submitted to 89 AW/SEG 48 hours in advance of the required entry to allow CSPT coordination.

GLENN F. SPEARS, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

29 CFR 1910.146, Permit Required Confined Spaces

AFOSH 91-25, *Confined Spaces*

***Abbreviations and Acronyms***

**AFOSH**—Air Force Occupational Safety and Health

**CSP**—Confined Spaces Program Team

**IDLH**—Immediately Dangerous to Life or Health

**OSHA**—Occupational Safety and Health

**89 AW/SEG**—Ground Safety

**89 AMDS/SGBP**—Bioenvironmental Engineering

**89 CES/CEF**—Fire Protection Flight

**Attachment 2****A CONFINED SPACES ASSESSMENT WORKSHEET**

1. Does the size and shape of this space allow a person to enter and perform work?

☐ YES ☐ NO If yes, describe or explain:

2. Are there limited or restricted openings making entry and egress difficult?

☐ YES ☐ NO If yes, describe or explain:

3. Is the space designed for continuous human occupancy?

☐ YES ☐ NO If no, describe or explain:

If you answered YES to questions 1 & 2, and no to question 3 above, the space is classified as a Confined Space. Go on to question 4.

If you answered NO to questions 1 or 2, or yes to question 3, the space is not classified as a Confined Space. STOP HERE.

4. Does the space contain or have the potential to contain a hazardous atmosphere?

NOTE: See AFOSH Standard 91-25, Attachment 1, for the definition of hazardous atmosphere.

☐ YES ☐ NO

If yes, describe the type of hazardous atmosphere.

5. Does the space contain or have the potential to contain a liquid or finely-divided solid material such as sand or sawdust that could surround or engulf an entrant?

NOTE: Trenching operations may result in confined spaces.

☐ YES ☐ NO

If yes, describe the type of material.

6. Does the space have an internal shape (such as inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section) that could cause an entrant to be trapped or asphyxiated, or does the space contain a threat that would interfere with an individual's ability to escape unaided from it?

☐ YES ☐ NO

If yes, describe the configuration or threat.

7. Does the space contain any other characteristic that is recognized as a serious safety or health hazard?

☐ YES ☐ NO

If yes, describe or explain the characteristic.

If you answered YES to any one of questions 4, 5, 6, and 7 above, the space is a PERMIT-REQUIRED CONFINED SPACE. Go to question 8.

If you answered NO to all of questions 4, 5, 6, and 7 above, the space is a non-permit-required confined space. Submit this evaluation worksheet to 89 AW/SEG for certification.

8. Can the space be locked or sealed to prevent entry?

☐ YES ☐ NO

If yes, what method will you use?

☐ LOCK ☐ COVER ☐ FENCE ☐ GUARDRAIL ☐ OTHER

If no, signs must be posted. See AFOSH Standard 91-25, para 3.5. Go to question 9.

9. Is it possible to eliminate all the hazards without anyone entering the space?

☐ YES ☐ NO

If yes, how?

It is possible that the space may be reclassified as a non-permit-required confined space. Submit this evaluation package to 89 AW/SEG for certification.

If no, go to question 10.

10. Will the space be entered less than four times per year?

☐ YES ☐ NO